

RECEIVED MANAGEMENT BOARD

FORM NO. 2424-B  
(3/65)

DATE 5 September 1968

~~SYSTEM~~ ITEMS FOR CONSIDERATION

SUBJECT

Purge Procedure for Historical Records

AREAS INVOLVED

All Directorates and their Components

DETAILS

The attached memo from DDS Executive Officer concerning the Director of Personnel's question requires (1) a policy proposal (2) a procedure and (3) a response from the Records Management Board.

The subject problem is a continuing one in every component. Although some records no longer have an operational office use they often have historical values. The need for evaluators to take a broad overall view beyond their parochial requirements is not an easy concept to communicate or establish in all components.

ADVANTAGES/COMMENTS

In order to comply with the law we must provide for the preservation of historical records even though this delimits the purging results.

The advantage is to future Agency officials. This is a fact little appreciated at present.

STATINTL

☐ (See Reverse Side) ☒ Attachment Memo of 27 Aug 68  
RESULTANT ACTION

Proposed by  
BENEFITS (Reportable)